



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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MEMBERS

JOHN CHIANG, CHAIRMAN
State Treasurer

BETTY YEE
State Controller

MICHAEL COHEN
Director of Finance

EXECUTIVE DIRECTOR
Mark Stivers

JOB OPPORTUNITY BULLETIN

Class: Staff Services Manager I
Tenure: Permanent
Time Base: Full Time
Salary: \$5181 - \$6437

Under the general direction of the Section Chief (SSM II), with the California Tax Credit Allocation Committee (CTCAC), Compliance Section; the incumbent functions as a working supervisor on the tax credit programs, participates in policy decisions and makes recommendations for implementing all facets of program operations. This position is responsible for developing and implementing administrative procedures for compliance monitoring of low income housing tax credits in accordance with federal and state laws, the Qualified Allocation Plan and Committee regulations, and oversee the functions of the compliance monitoring staff in reviewing all multi-family rental housing projects funded with Low Income Housing Tax Credits. This position supervise, trains, assigns work and directs the day-to-day activities of subordinate staff.

Description of Essential Functions:

- Plan, organize and direct Program Operations Unit staff in the detailed evaluation of the compliance monitoring of tax credit projects with federal occupancy requirements to ensure compliance with federal and state low income housing tax credit laws; review and coordinate all reports findings of non compliance identified by monitoring staff and takes appropriate action; provide technical assistance to project owners and project managers; monitor need for changes to agency compliance policies and procedures affected by changes in federal and state law. Supervise the completion of monthly detailed tax filings to the Internal Revenue Service.
- Meet with officials of allocating agencies in other states; attend seminars and conferences to stay abreast of new rules, regulations, and procedures in the program to maintain technical expertise.
- Develop, implement and oversee an internal tracking system that will document and handle annual tenant complaints submitted to the agency. Provide feedback to the Section Chief in regards to recurring issues that should be addressed and that might necessitate staff training on a certain issue.
- Provide a monthly summary report showing influx and out flux of complaints received and handled. Oversee and track informational requests for information on the compliance program.
- Address all written federal congressional correspondence who poses requests on behalf of their constituents, in addition to responding to direct requests from sister housing agencies both in-state and out of state for various database data requests on our tax credit portfolio.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.

DESIRABLE QUALIFICATIONS:

- Demonstrated leadership skills.
- Knowledge of California housing development and real estate practices.
- Knowledge of compliance monitoring practices.
- Demonstrated ability to work at the executive level.
- Excellent interpersonal and communication skills.
- Ability to handle multiple projects.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as **Staff Services Manager I**. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. **Please provide proof of meeting the educational requirements of the classification you are applying for. (i.e., college degree or transcripts of completed number of units or showing degree obtained.)** Also, list the number "342-001-4800-006" on your application/resume.

FINAL FILING DATE:

State application must be received or postmarked by **July 9, 2015**. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. CTCAC complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.